



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 9, 2015	Closing Date:	July 23, 2015
Job Title:	District Court Clerk I/II - Civil	Position Type:	Regular, Full Time
PIN:	001131, 001188, 060121, 060129, n16028	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland	Grade/Salary:	J05 \$28,973 - \$34,289 J06 \$30,761 - \$36,447
Financial Disclosure:	No		(Depending on Qualifications)

Essential Functions: The District Court Clerk I/II facilitates the hearing and trial process of all cases within the Courts jurisdiction in a courteous and efficient manner. This position provides the public with forms/brochures and instructions for completion, explains procedural guidelines, and processes Civil cases. The incumbent also communicates with defendants, attorneys, witnesses, and the general public, answers correspondence and prepares outgoing mail, prepares case files to ensure all necessary documents are complete and accurate in accordance with established court procedures, enters new cases and updates existing case information into the District Court's data systems. Performs transactions using a cash register. Receives payments from general public or attorneys for fees and fines due to court. Closes out register and verifies work, which includes: counting all monies received; reconciling receipts and preparing bank deposits. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court terminology, general office practices, business English, and judiciary policy manual procedures and equipment. Knowledge and skill in using computer based technologies to manipulate, create, store, and retrieve information. Knowledge of basic mathematical calculations. Ability to handle and count large sums of money. Ability to use a cash register and process transactions with minimal to no errors and shortages. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to use computer based technologies to locate and access information (Internet and email). Ability to prioritize, plan, and organize work. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to sit, stand, bend and/or lift for varied periods of time. Ability to lift, move and/or carry items weighing up to 25 lbs. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Department
580 Taylor Avenue, Bldg. A-1
Annapolis, Maryland 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check and must submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.